

## Simple Search

The screenshot shows the 'Simple Search' interface. At the top left is a 'Search' button with a magnifying glass icon and a dropdown arrow. To its right is a 'My F...' button with a user icon. Below these are two main navigation categories: 'Planning' and 'Building Control', each with a small arrow icon. Underneath these are five search tabs: 'Simple' (which is selected and highlighted in blue), 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. The 'Simple' tab has a grey background, while the others have white backgrounds.

### Planning – Simple Search

Search for Planning Applications, Appeals and Enforcements by keyword, application number or address.

The screenshot shows the 'Planning Simple Search' form. It includes a 'Status' dropdown menu with options 'All', 'Current', and 'Decided', where 'All' is currently selected. Below the status dropdown is a yellow input field with placeholder text: 'Enter a keyword, reference number, postcode or single line of an address.' To the right of this input field is a 'Search' button with a magnifying glass icon. Below the search bar is a text input field containing the reference number '19/00001/FUL'. A blue arrow points from the text 'You can select all, current or decided applications.' to the status dropdown. Another blue arrow points from the text 'Enter some text or an application number.' to the search input field.

A simple search allows you to search quickly by entering some text or an application number.

You can select all, current or decided applications.

Enter some text or an application number.

Click **Search** to display results.

Search Results can be sorted, displayed ascending or descending and how many results on a page.

The screenshot shows the search results page. At the top right are three buttons: 'Refine search', 'Save search', and 'Print'. Below these are four dropdown menus for sorting: 'Sort by' (set to 'Date Received'), 'Direction' (set to 'Descending'), 'Results per page' (set to '20'), and a 'Go' button. The main content area displays a list of planning applications. Each application is shown in a separate box with a blue title. The first application is titled 'The installation of a 90.09 KW photovoltaic array on roof (GR 353187/115325)'. Subsequent applications include 'The carrying out of alterations and extension to the car park (GR 353187/115325)', 'The installation of 1 No. 4 metre high CCTV camera (GR 353187/115325)', and 'The Installation of Solar PV panels on roof of premises (GR 353187/115325)'. Blue arrows point from the text 'Click the blue title to view an application' to the titles of the first three applications.

Click the blue title to view an application

If there are too many results, or if the results do not contain the applications you are looking for, you can go back and amend your search criteria.	 Refine search
If this search is one that you will reuse, click on the Save Search button. You can edit the search name here and select whether to receive an email if new applications arrives that match the search criteria. Click on Save to save the search. This search will appear in your Saved Searches page. From there it can be run as often as you like, or edited and updated at any time.	 Save search
To display the current page of search results in a printable format, click on the Print Button.	 Print

## Advanced Search

Allows you to build a complex combination of specific criteria on which to search for an application or appeal. These may include:

### Relevant Reference Numbers      Application or Appeal details      Relevant Dates

Simple	Advanced	Weekly/Monthly Lists	Property	Map																										
<div style="display: flex; justify-content: space-between;"> <span>Applications</span> <span>Appeals</span> </div>																														
<b>Reference Numbers</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Application Reference: <input type="text"/></p> <p>Planning Portal Reference: <input type="text"/></p> <p>Alternative Reference: <input type="text"/></p> </div> <div style="width: 45%;"> <p>Dates</p> <p>Enter a date range (a start date and an end date) for the criteria that you are interested in. (e.g. 21/06/2008). Alternatively, click on the calendar button and pick a date.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Date Validated:</td> <td style="width: 15%;"><input type="text"/></td> <td style="width: 15%; text-align: center;"></td> <td style="width: 10%; text-align: center;">to:</td> <td style="width: 10%;"><input type="text"/></td> <td style="width: 15%; text-align: center;"></td> </tr> <tr> <td>Date Actual Committee:</td> <td><input type="text"/></td> <td style="text-align: center;"></td> <td>to:</td> <td><input type="text"/></td> <td style="text-align: center;"></td> </tr> <tr> <td>Decision Date:</td> <td><input type="text"/></td> <td style="text-align: center;"></td> <td>to:</td> <td><input type="text"/></td> <td style="text-align: center;"></td> </tr> <tr> <td>Appeal Decision Date:</td> <td><input type="text"/></td> <td style="text-align: center;"></td> <td>to:</td> <td><input type="text"/></td> <td style="text-align: center;"></td> </tr> </table> </div> </div>					Date Validated:	<input type="text"/>		to:	<input type="text"/>		Date Actual Committee:	<input type="text"/>		to:	<input type="text"/>		Decision Date:	<input type="text"/>		to:	<input type="text"/>		Appeal Decision Date:	<input type="text"/>		to:	<input type="text"/>			
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<b>Application Details</b> <div style="display: flex; justify-content: flex-end; margin-top: -10px;"> <span>Search</span> <span>Reset</span> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Description Keyword:</td> <td><input type="text"/></td> </tr> <tr> <td>Applicant Name:</td> <td><input type="text"/></td> </tr> <tr> <td>Application Type:</td> <td>All </td> </tr> <tr> <td>Ward:</td> <td>All </td> </tr> <tr> <td>Parish:</td> <td>All </td> </tr> <tr> <td>Conservation Area:</td> <td><input type="text"/></td> </tr> <tr> <td>Agent:</td> <td><input type="text"/></td> </tr> <tr> <td>Status:</td> <td>All </td> </tr> <tr> <td>Decision:</td> <td>All </td> </tr> <tr> <td>Appeal Status:</td> <td>All </td> </tr> <tr> <td>Appeal Decision:</td> <td>All </td> </tr> <tr> <td>Development Type:</td> <td>All </td> </tr> <tr> <td>Address:</td> <td> <input type="text"/></td> </tr> </table>					Description Keyword:	<input type="text"/>	Applicant Name:	<input type="text"/>	Application Type:	All	Ward:	All	Parish:	All	Conservation Area:	<input type="text"/>	Agent:	<input type="text"/>	Status:	All	Decision:	All	Appeal Status:	All	Appeal Decision:	All	Development Type:	All	Address:	<input type="text"/>
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Decision:	All																													
Appeal Status:	All																													
Appeal Decision:	All																													
Development Type:	All																													
Address:	<input type="text"/>																													

## Map Search

Select Map Search from the toolbar and a map of SSDC will appear



to Zoom and click and drag to move the map view

Search - My Profile Logout ( Jackie Hamblin )

Planning Building Control

Simple Search Advanced

Use the map tools to help a pop-up with brief details

Simple Advanced

Map Search

Property Map

Legend and Filter

All time Today Within the last 7 days Within the last month Within the last 6 months Within the last year Within the last 2 years Within the last 5 years All time

Use the legend and filter on the right hand side to create your search



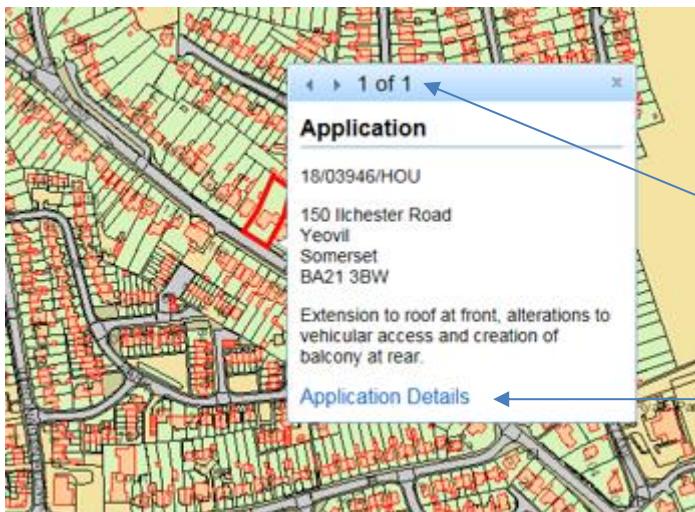
You can also create and save rectangular or circular searches here

[Save a rectangular search](#) defined by the current map extent.

[Save a circular search](#) of the specified radius, centred on the current location.

50m show on map





Clicking on a case or property on the map will display a pop-up with brief details.

If there is more than one application it will show here

Select application details to view further information and documents.

## Property Search

This feature allows you to search for a specific property

<p>Search  My Profile  Logout ( Jackie Hamblin )</p> <p>Planning  Building Control </p> <p>Simple Search Advanced Weekly/Monthly Lists</p> <p><b>Property Search</b>   Map Search</p> <p>Address Search  A to Z Street Search </p> <p>UPRN: <input type="text"/></p> <p>Property Name/Number: <input type="text"/></p> <p>Street Name: <input type="text"/></p> <p>Locality: <input type="text"/></p> <p>Town: <input type="text"/></p> <p>Postcode: <input type="text"/></p> <p><b>Search</b> <b>Reset</b></p>	<p>You can enter a property name or number, street name, town or postcode then <b>Search</b></p> <p>You can refine, save or print your search <b>Refine search</b> <b>Save search</b> <b>Print</b></p> <p>You can also carry out an <b>A to Z street search</b></p> <p>Address Search <b>A to Z Street Search</b></p> <p><b>A</b> <b>B</b> <b>C</b> <b>D</b> <b>E</b> <b>F</b> <b>G</b> <b>H</b> <b>I</b> <b>J</b> <b>K</b> <b>L</b> <b>M</b> <b>N</b></p> <p>Results per page <b>10</b> <b>Go</b></p> <p>Streets beginning with A</p> <p><b>1</b> <b>2</b> <b>3</b> <b>4</b> <b>5</b> <b>6</b> <b>7</b> <b>8</b> <b>9</b> <b>10</b> <b>Next</b></p> <ul style="list-style-type: none"> <li>▪ <a href="#">Abbey Close , Tatworth And Forton , Chard , Somerset</a></li> <li>▪ <a href="#">Abbey Close , Curry Rivel , Langport , Somerset</a></li> </ul>
<p>Direction Ascending <b>▼</b> Results per page <b>10</b> <b>Go</b></p> <p><b>1</b> <b>2</b> <b>3</b> <b>Next</b></p> <p><a href="#">1F - 14H Block A Preston Road Yeovil Somerset BA20 2HB</a></p> <p><a href="#">Asda Stores Ltd Preston Road Yeovil Somerset BA20 2HB</a></p> <p><a href="#">Block A Preston Road Yeovil Somerset BA20 2HB</a></p>	<p>Click the address you are interested in for further details, property history and a map view.</p> <p><a href="#">Back to search results</a></p> <p>Address <b>Property History (81)</b> Constraints (0) <b>Map</b></p> <p><b>Planning Applications (59)</b></p> <ul style="list-style-type: none"> <li>▪ <a href="#">The installation of an ATM cash dispenser (GR 353/116) Ref. No: 00/01547/FUL   Status: Application permitted with conditions</a></li> <li>▪ <a href="#">The siting of temporary storage containers and a compactor unit in outside storage (GR 530/161) Ref. No: 01/00413/FUL   Status: Application Refused</a></li> <li>▪ <a href="#">The erection of an extension to service yard and canopy installation c (GR 531/161)</a></li> </ul>

## Weekly/Monthly List Search

**Planning – Weekly List**

Search Planning Applications either validated or decided in a given week.

Simple Advanced **Weekly/Monthly Lists** Property Map

**Weekly List** Monthly List

Parish: All  
Ward: All  
Week beginning: 04 Feb 2019  
Show applications:  Validated in this week  Decided in this week

**Search**

You can search Weekly or Monthly

You can chose to search a specific parish or ward (or all)

Choose your date and if you want valid or decided applications then

**Search**

You can refine, save or print your search

**Refine search** **Save search** **Print**

Select an application by clicking the blue text

## Saved Searches

When you have created and saved a search, tracked an application or received notifications you can view and repeat them as often as you like.

To run, edit or delete saved searches or see a list of notifications go to

on the toolbar



Any changes to the status of applications previously found by your search criteria or any new applications which match the criteria of a saved search will trigger a notification. Notifications are listed in the Notified Applications page.

Profile Details	<b>Saved Searches</b>	Notified Applications
Run	Edit	Delete
▶	✎	✖
▶	✎	✖
▶	✎	✖
▶	✎	✖

You can also view and stop tracking applications on the Tracked Applications tab

Profile Details Saved Searches Notified Applications **Tracked Applications**

View	Stop Tracking	Reference ▾	Address ▾	Type ▾	Status ▾
🔗	✖	19/00039/FUL	New House Farm Stowey Road Fivehead Taunton Somerset TA3 6PR	Application	Awaiting decision
🔗	✖	19/00015/REM	Church Of St Peter South Street Crewkerne Somerset TA188AA	Application	Awaiting decision
🔗	✖	15/01000/OUT	Land At Keyford Dorchester Road Yeovil Somerset	Application	Awaiting decision
🔗	✖	18/04057/OUT	Land East Of Mount Hindrance Farm Mount Hindrance Lane Chard Somerset	Application	Awaiting decision

When you have finished remember to log out

Logout